

# VRINDA GUPTA

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## EDUCATION

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### Gitarattan International Business School, Delhi

Bachelor of Business Administration | 2020 – 2023

### Ryan International School, Rohini

Class 12 Boards | 2020

81%

### Ryan International School, Rohini

Class 10 Boards | 2018

79%

## ACADEMIC PROJECTS

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### SUMMER TRAINING REPORT | Customer satisfaction after using the service provided by URBAN COMPANY

- Made research regarding the customer satisfaction level
- Got to know about the policies of the company
- Had a deep insight about the shares

## CERTIFICATIONS

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### HEAD COORDINATOR

- NSS Winter clothes donation drive 2021
- Management Fest (Recruitment Wizard) 2022

**INTERN OF THE MONTH** | Gursidak Foundation (HR Department) 2022

## EXPERIENCE

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### PLANETSPARK | Business Development Associate (February 2023- Present)

- Daily Operations
- Generating revenue from potential leads

### URBAN COMPANY | Business Development Associate (June – September 2022)

- Daily Operations
- Onboarding supply
- Brought growth to the organization

### JOBLINE CONSULTANCY | IT Recruitment (February 2022)

- Screening of resumes
- Helped company to find the best possible fit for the organization
- Helping HR in making the onboarding process smooth

### GURSIDAK FOUNDATION (REDG.) | Human Resource (2021)

- Headed various departments
- Looked after escalations of the interns
- Arranged for team-building activities

## SKILLS

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- **Languages** : English, Hindi
- **MS Office** : Excel, Word, PowerPoint
- **Strengths** : Ownership, Ability to work under pressure, Multi-Tasking
- **Tools** : Canva